

**COVID Specimen Collection Supplies Storage and Distribution
Prospective Vendor Questions**

Springfield

1. Question – Are items currently palletized?

Answer – Yes

- a. If yes, are they also stretched wrap/banded for safe transport? Yes
- b. If yes, how many pallets in each location? approximately 200 pallets between the two locations
- c. Are the pallets stackable? No, some of the boxes contain fluids and sometimes the pallets of cooler boxes are unable to be stacked.
- d. Are the pallets racked or floor loaded? Floor

2. Question – Do items need to be re-boxed or repalletized for safe transport?

Answer – No

3. Question – Will we have access to forklifts and material handling equipment, or will we have to bring our own?

Answer – This equipment is not available. You will need to bring your own.

4. Question – Is there an electronic inventory for all the items currently in storage?

Answer – Yes. Below are snapshots of the current inventory of individual items at the 2 locations. Please keep in mind these numbers are constantly changing.

Springfield - Illinois Building Fairgrounds	
Eswabs	
NP Swabs	1652500
Anterior Nares Swabs	1866000
NP Swab/VTM Combo Kit (RT)	1057800
NP swab/VTM combo kits (cold)	
AN swabs/VTM combo kits	1120000
MTM (RT)	626600
Saline (RT)	71000
VMT (RT)	370000
VTM (cold)	

Springfield - Lab Warehouse	
Eswab (swab/liquid amies) combo	
NP Swabs	188450
Anterior Nares Swabs	144300
NP Swab /VTM Kits (excludes eswabs) (RT)	9400
NP swab/VTM Kit (cold)	35600
Anterior Nares Swab/VTM Combo Kits (RT)	126400
MTM (RT)	46200
Saline (RT)	31208
VTM (RT)	32904
VTM (cold)	173910

5. Question – Are the items and counts clearly identified on each box or pallet?

Answer – No. Some of the boxes received are labeled in a different language, for example Chinese, which makes it difficult to determine what’s in the boxes without opening and looking inside.

6. Question – How are the items currently in storage labeled?

Answer – Palletized and grouped by item type in the same location, for example all of the NP swabs are grouped together in the same area of the warehouse.

7. Question – What hours can we pick up items at the 2 origin locations?

Answer – 9:00am-3:00pm Monday- Friday

8. Question – Is there a priority of which location is emptied out first?

Answer – No

9. Question – Are there freight high docks at each location and how many?

Answer – Illinois Fairgrounds building has no docks. Just a large garage door. IDPH warehouse has 2 docks.

10. Question – How many pallets need to be stored in at 0 to –1 temp?

Answer – None

11. Question – How many pallets need to be stored at 34-36 temp? Can current unit be used to transport?

Answer – No pallets stored at this temperature. Only boxes, equaling approximately half of a semi-trailer load. The vendor would need to work with the vendor that is leasing the trailer to the state to make arrangements to utilize the trailer to move the product. IDPH cannot authorize the use.

12. Question – Do the items currently in storage need to be re-inventoried?

Answer – Yes, to ensure count of items transferred are consistent with current inventory list provided.

a. If yes, what is the required data that needs to on the inventory?

- Quantities of box
- Quantities per box
- Item description
- FEMA or CMS sourced
- Date expirations
- Sizes
- IDPH approved, etc.

Answer – Item description and quantities and if the items were in a shipments from FEMA

13. Question – Will IDPH/State of Illinois load or assist in loading all materials in Springfield for transport to final site?

Answer – The Illinois National Guard is available to assist on or prior to July 10, 2020. After July 10, 2020 no personnel will be available to assist.

14. Question – What is the expectation of when all the items will be moved out of each location?

Answer – July 17, 2020

15. Question – When/how quickly can items in Springfield be viewed by proposed vendors?

Answer – Successful vendor will be able to view items in Springfield once contract awarded.

16. Question – How many different types of items/SKUs are there?

Answer – 23

17. Question – What is the value these items will need to be insured under?

Answer – Each individual swab is valued at approximately \$2.00, each vial of transport media is valued at approximately \$2.50 and each kit (swab + media packaged together) is valued at approximately \$5.00.

Storage

1. Question – How much freezer space is needed out of the 50,000 needed for storage?

Answer – Currently, 3 standard size kitchen freezers are being used to freeze ice packs used to ship refrigerated transport media in cooler boxes. Only ice packs needed for shipping need to be frozen.

2. Question – What is the required square/cubic footage of freezer space required?

Answer – Currently, 3 standard size kitchen freezers are being used to freeze ice packs used to ship refrigerated transport media in cooler boxes. Only ice packs needed for shipping need to be frozen. However, if COVID pandemic goes into Phase 2, more freezer space may be required.

3. Question – How much refrigerator space is needed?

Answer – A refrigerated semi-trailer (52' trailer) is currently being used and is approximately half full. We are trying to order less media that needs to be refrigerated, so the space needs could decrease unless the available supply of shelf stable media for purchase on the market goes down and then we would have to resort back to ordering more that must be refrigerated.

4. Question – What is the required square/cubic footage of refrigeration space required?

Answer – A refrigerated semi-trailer (52' trailer) is currently being used and is approximately half full. We are trying to order less media that needs to be refrigerated, so the space needs could decrease unless the available supply of shelf stable media for purchase on the market goes down and then we would have to resort back to ordering more that must be refrigerated. Also, if COVID pandemic goes into Phase 2, more freezer space may be required,

5. Question – How many pallets will need to be stored?

Answer – Currently there are approximately 600 pallets between the locations. This number fluctuates given shipments that are received and numbers of supplies being requested and shipped out. Given the unknown nature of the COVID pandemic and the possibility of a Phase 2, the vendor may be asked to provide additional space in the future if we need to increase the amount of supplies we have on hand to fill orders.

6. Question – Will pallet racking be required in new facility or is material being relocated just on pallets?

Answer – Racks are not required but most pallets could be racked if available. Sometimes the pallets of cooler boxes ordered for shipping supplies out cannot be racked because cardboard and insulated shipping cartons would be crushed.

7. Question – What is the minimum amount that will be stored at our facility?

Answer –

- Pallets at least 200
- Square feet at least 50,000
- Cubic feet unknown as vendor could choose to store some pallets vertically

8. Question – What is the maximum amount that needs to be stored?

Answer – This is very hard to estimate because the amounts vary greatly and are dependent on so many different factors. We get shipments of supplies (kits, cooler boxes, biohazard bags, ice packs) in daily and are shipping out approximately 80,000 kits per week. When shipping out kits; cooler boxes, ice packs and biohazard bags are included in the outgoing shipments as well.

A very rough estimate would be that we receive approximately 30 pallets of supplies in per week and ship out approximately 10 pallets of supplies per week right now. Keep in mind this could all change quickly given changes in the amount of supplies being requested from us for shipment to other entities. We always want to have a good supply on hand of each item so we are able to meet rapid increases in demand as these products are critical.

- Pallets
- Square feet
- Cubic feet

9. Question – For incoming new materials:

a. Will items come in on pallets?

Answer – Normally yes, but that is not always the case.

b. How will these be coming in? TL? LTL? Courier? Containers? FOB here or delivery?

Answer – All of the methods listed above are possible.

c. How much advance notice of inbound will be given?

Answer – Because many times these products are being shipped to us internationally and have to go through customs once reaching the US, we don't get much notice. We are working with vendors and this has gotten better over the last several months. We have estimates of when shipments will arrive by week but these are just estimates. On average, we may get 1 or 2 days' notice.

d. What size pallets?

Answer – 40 x 48 inches

e. How tall will the items be on a pallet?

Answer – <72”

f. Will the items be on pallets that can be stacked?

Answer – Most of the pallets could be stacked, but usually the pallets containing cooler boxes cannot be stacked.

g. What is the process/communication when items come to our warehouse that is damaged or items do not match the packing list and Bill of lading?

Answer – Notification should be provided to IDPH so IDPH can follow up with vendor. It would not be the warehouse staff’s responsibility to follow up with IDPH supply vendors.

h. Is there a list of items required to be stored in a facility that does not exceed 75 degrees?

Answer – Everything must be stored in 75 degrees or lower: swabs, transport media, kits (swab + transport media packaged together), biohazard bags, cooler boxes, ice packs

- If yes, how many items/pallets?

Answer – All

i. How many items and pallets of items are refrigerated and how many frozen?

Answer – 286,174 packages of ice packs in boxes. 60 - 8oz. ice packs are frozen

j. Will we be responsible for pulling product for Recall notices?

Answer – Yes

Transportation

1. Question – What kind of sites are these?

Answer – IDPH Warehouse, and building at Illinois State Fairgrounds

2. Question – Would there be truck loads and facilities with loading docks accessible for pickups?

Answer – The IDPH warehouse has a loading dock. The building at the Illinois State Fairgrounds does not have a loading dock, only a large garage door opening.

3. Question – What is the cubic feet of material from each warehouse that is to be relocated? Are we able to visit warehouses?

Answer – This is very hard to estimate because the amounts vary greatly and are dependent on so many different factors. We get shipments of supplies (kits, cooler boxes, biohazard bags, ice packs) in daily and are shipping out approximately 80,000 kits per week. When shipping out kits; cooler boxes, ice packs and biohazard bags are included in the outgoing shipments as well.

A very rough estimate would be that we receive approximately 30 pallets of supplies in per week and ship out approximately 10 pallets of supplies per week right now. Keep in mind this could all change quickly given changes in the amount of supplies being requested from us. We always want to have a good supply on hand of each item so we are able to meet rapid increases in demand as these products are critical.

The pallets are 40 x 48 inches.

The successful vendor will be allowed to visit the warehouses once the contract is awarded.

4. Question – How many typical items will be delivered to each facility?

Answer – Approximately 30 pallets per week, but this is a very rough estimate and can fluctuate and change quickly.

5. Question – Why are you using UPS Next Day Air? Can 2nd Day be utilized?

Answer – UPS Next day air is utilized for cold storage Viral Transport Media (VTM). This must be stored at 35-40 degrees F. 2nd day may be an option for room temp VTM however, depending on the urgency of COVID testing, sites may request overnight shipments.

6. Question – Shipping costs for next day overnight delivery will vary based on weight and volume. Who is paying for the daily UPS shipping cost?

Answer – You will be responsible for paying the shipping costs.

7. Question – Are we expected to set appointments or will be able to make open time deliveries?

Answer – Currently appointments are not necessary. The IDPH warehouse accepts deliveries Mondays through Fridays, from 8:00 a.m. – 5:00p.m.

8. Question – Are the deliveries to a dock or do we need to deliver them inside a facility, i.e., lab room?

Answer – IDPH warehouse deliveries are to a dock. Deliveries to the building at the Illinois State Fairgrounds are to a reception building with large garage door opening.

9. Question – Is there an expectation to use IDOT or IDOT approved carriers to do the transport?

Answer – Approved medical supply carriers should be used.

- a. If yes, is there an approved transport rate that we should use?

Answer – UPS is typically used, but open to hearing proposed alternatives.

10. Question – In case of emergencies or civil unrest, are we authorized to request assistance from ISP or ING?

Answer – Yes

11. Question – Is there a list of facilities that the deliveries will go to?

Answer – Yes. We've been receiving orders from and shipping to approximately 200 different facilities per week.

12. Question – Will we be given list?

Answer – Yes, you can see the orders placed and the facility delivery addresses . The delivery sites are not a set group of facilities. It just depends on the orders we receive for supplies. Some facilities order weekly and some facilities may order only once.

13. Question – Is there a point of contact to receive items at each facility?

Answer – Yes, that is contained in the list and on the request form.

14. Question – Will refrigerated trucks be required to transport supplies to various state of Illinois location within 100 Miles?

Answer – No. Deliveries to COVID test sites are performed currently by FedEx and UPS.

15. Question – For the supplies to be picked up at various State of Illinois locations, can you be more specific? Is that daily, weekly and what ft3?

Answer – Supplies would be picked up and relocated to your warehouse space either all at once or in multiple trips. Future supply deliveries would be delivered to your warehouse address.

Order Fulfillment/Shipping

1. Question – Who will we work with at State of Illinois to reorder items?

Answer – Notice should be given to IDPH procurement personnel and representatives from the Labs.

2. Question – Who will paying for these orders?

Answer – IDPH

3. Question – It is our understanding that all fulfillment is completed by the vendor. Is there a need for State employees to participate in the process?

Answer – Only in the form of routine correspondence with IDPH Lab managers to share status, concerns, etc.

4. Question – Picking of order for outbound transport to destination:

- a. Will these orders be full orders at the box/carton level or will we be required to open boxes and pick quantities from the boxes to fulfill orders?

Answer – Could be both depending on what the site orders.

- b. Will orders need to be filled to the exact quantity requested or do we round up so we do not have to open boxes and then have to re-box to a specific quantity that was requested?

Answer – Exact quantities

- c. Are there specific packaging requirements for shipping?

Answer – Yes

- d. Is this RFP giving us authorization to place orders for the State of Illinois on State's behalf?

Answer – No

- If yes, are their spending guidelines and limits?

Answer –

- Are there preapproved vendors to order from?

Answer – NA

- Are there negotiated agreements with items and pricing with quality and deliver standards?

Answer – NA

- e. Will the State of Illinois provide the defined appropriate stock levels for the vendor for each location for stock replenishment?

Answer – Yes

- Is there stock status for high and low limits for each item?

Answer – Up to this point, we've struggled to have enough supply on hand to meet demand due to availability and are just starting to get ahead so that we have a surplus. Limits have not been set and have been driven by available product for purchase in the marketplace.

- At what quantity do we reorder items?

Answer – IDPH will place any necessary orders with vendors.

- f. Is there an inventory list available for these products for training purposes to help make our people familiar with inventory and other procedures?

Answer – Yes

Communications

1. Question – What is the definition of “variety of other tasks”?

Answer – TBA

2. Question – Will there be dedicated person at CMS to work with on reordering product?

Answer – Yes but reordering will not involve CMS. Reordering will be coordinated with IDPH.

3. Question – What is supply request database that will be required to be used? WebEOC? IMATS?

Answer – Smartsheet, Excel

4. Question – Will we be able to see and test within this database prior to beginning?

Answer – If the successful vendor chooses to see the operation, they may also request to see the tracking system during the site visit.

5. Question – Is there a list of authorized organizations that can request items and who at those organizations can make the requests?

Answer – IDPH will approve all requests before vendor needs to prepare orders for shipping.

- a. If yes, will we be supplied that list?

Answer – Yes

Data Entry

1. Question – What will be the request for tracking/tracing? Will that be done in database or other means?

Answer – A data base is already in place with tracking info.

2. Question – How will order requests come through? What will be the authorizations given to move the orders?

Answer – A data base is already in place.

3. Question – Are vendors required to provide temperatures and how often?

Answer – Refrigeration and freezer temps should be monitored and recorded on a daily basis.

4. Question – What is the name of data base from which orders are to be extracted from?

Answer – Smartsheet

Pricing

1. Question – In addition to the cubic foot pricing, can we suggest a different method?

Answer – Suggestions can be made in addition to the cubic foot pricing.

Miscellaneous

1. Question – Do any of the specimen's contain human species?

Answer – No

2. Question – Are the specimens considered a bio hazmat?

Answer – No. Only specimen collection materials will be received, housed and shipped. No specimens.

3. Question – You noted the costs to be in cubic foot. Does that include the supply shipping costs?

Answer – No

4. Question – What are some of the zip codes to the pickup locations, furthest to closest?

Answer – Springfield, Peoria.